



## Memorandum

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**#12-039**

**TO:** WIC Regional Directors  
WIC Local Agency Directors

**FROM:** Linda Brumble, Unit Manager  
Nutrition Education/Clinic Services Unit  
Nutrition Services Section

**DATE:** April 30, 2012

**SUBJECT:** Disposal of Records

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This memo grants permission for all local agencies to dispose of records dated on or before September 30, 2008. Documents that may be disposed include, but are not limited to, certification records, nutrition education records, food instrument records (inventory records, logs, and daily production reports), voided food instruments, vendor information records, and reports related to program operations, according to *Policy GA:03.0 Records Retention*.

Federal regulations require that all records be kept for a period of three (3) years after submission of the closeout report for the appropriate fiscal year. Recent close-out of FY 2011 requires retention of all records dated on or after October 1, 2008.

If you have questions or require additional information, please contact Rachel Edwards, Manager, Information Response Management Group, Nutrition Education/Clinic Services Unit, at 1-877-341-4491, press 1, extension 2263, or [rachel.edwards@dshs.state.tx.us](mailto:rachel.edwards@dshs.state.tx.us).